



# **Departmental Quarterly Performance Report**

**Office of Management and Budget**

**FY 2002-03  
Second Quarter**

<b>I. Performance Initiatives</b>	<b>Page 2</b>
<b>II. Personnel Status</b>	<b>Page 9</b>
<b>III. Financial Performance</b>	<b>Page 10</b>
<b>IV. Department Director Review</b>	<b>Page 12</b>

# Departmental Quarterly Performance Report

Department Name:

Reporting Period:

## MAJOR PERFORMANCE INITIATIVES

### Describe Key Initiatives and Status

Check all that apply

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <b><u>Fiscal Responsibility</u></b></p> <p><b>Goal 1:</b> To prepare the annual operating and capital budgets in a timely fashion in order to meet mandated deadlines</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"><li>• Produce and make available the annual budget manual and ABDS updates for departmental use by mid-December each year</li><li>• Distribute preliminary budget information by January 15 (each year)</li><li>• Distribute Annual Operating and Capital Budgets by July 1 (each year)</li><li>• Complete budget updates by July 15 each year</li><li>• Distribute the Final Adopted Budget by November 1 each year</li></ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"><li>• Timely production of budget manuals and documents to successfully produce operating and capital budgets and multi-year capital plan.</li></ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"><li>• Departmental budget hearings are underway</li><li>• Workshop held with the board of county commissioners on March 18<sup>th</sup>, 2003</li></ul>	<p><u>Strategic Plan</u></p> <p><input checked="" type="checkbox"/> <u>Business Plan</u></p> <p><input type="checkbox"/> <u>Budgeted Priorities</u></p> <p><input type="checkbox"/> <u>Customer Service</u></p> <p><input type="checkbox"/> <u>ECC Project</u></p> <p><input type="checkbox"/> <u>Workforce Dev.</u></p> <p><input type="checkbox"/> <u>Audit Response</u></p> <p><input type="checkbox"/> <u>Other</u> _____ (Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <b><u>Fiscal Responsibility</u></b></p> <p><b>Goal 2:</b> To inform the County Manager and Board of County Commissioners of quarterly revenue, expenditure and performance data for County departments in a timely manner.</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"><li>• Prepare and distribute all Quarterly reports within 60 days after books are closed for each quarter</li><li>• Develop and maintain an on-going management information system available through the internet</li></ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"><li>• The response time of producing quarterly reporting documents</li><li>• Monthly updates of web-based revenue, expenditure, and performance data</li></ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"><li>• The 1<sup>st</sup> quarter financial performance report was submitted at the budget workshop on March 18<sup>th</sup>, 2003</li><li>• Individual departments will be responsible for submitting the 2<sup>nd</sup> quarterly report within the specified deadline</li></ul>	<p><u>Strategic Plan</u></p> <p><input checked="" type="checkbox"/> <u>Business Plan</u></p> <p><input type="checkbox"/> <u>Budgeted Priorities</u></p> <p><input type="checkbox"/> <u>Customer Service</u></p> <p><input type="checkbox"/> <u>ECC Project</u></p> <p><input type="checkbox"/> <u>Workforce Dev.</u></p> <p><input type="checkbox"/> <u>Audit Response</u></p> <p><input type="checkbox"/> <u>Other</u> _____ (Describe)</p>

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<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><b>Fiscal Responsibility</b></u></p> <p><b>Goal 3:</b> To develop and implement business planning and performance measurement systems in order to provide a more efficient and effective government</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"><li>• Publish and distribute updated business planning and performance measurement manuals by November 1 (of each year)</li><li>• Coordinate and monitor business development efforts by all departments</li></ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"><li>• Publication of documents by established due dates</li></ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"><li>♦ Business plan and performance measurement instructions were distributed as part of the budget preparation manual which was distributed in December</li><li>♦ OMB coordinated the submission of performance data for the ICMA Center for Performance Measurement for the March deadline; data from 12 of the 15 service areas was submitted</li><li>♦ An Overview of Performance Measurement presentation was prepared for the Budget and Finance Committee but was subsequently deferred to the April agenda</li><li>♦ Review of departmental business plans is on-going; special emphasis on aligning business plans with the strategic plan is underway</li></ul>	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <u><b>Fiscal Responsibility</b></u></p> <p><b>Goal 4:</b> To provide annual updates to the Five-Year Financial Plan</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"><li>• Complete and distribute the Five-Year Financial Plan by end of second quarter each year</li></ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"><li>• Timely completion of updated plan</li></ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"><li>• Plan under development, delayed by loss of staff person directly responsible for compilation of the 5-year plan; questions over some departments' five-year projections should be ready before the end of May</li></ul>	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

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**Department Name:**

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<p>County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b>Goal 5:</b> To provide timely completion of research projects and special requests in order to meet prescribed deadlines</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> <li>Complete 90 percent of projects and special requests by stated deadline</li> </ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> <li>Special projects completed by deadline</li> <li>Ratio of correspondence assignments received and successfully completed within specified deadlines</li> </ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> <li>Completed correspondence requests for the county manager's office</li> <li>Continuous to evaluate internal processes and performance issues of this objective through monitoring the assignments received and the number of assignments completed within deadline</li> </ul>	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>
<p>County Mgr. Priority (Circle One): <u>People</u> Service Technology Fiscal Responsibility</p> <p><b>Goal 6:</b> To implement the BCC's incorporation policy and to work in a professional and courteous manner with communities desiring to incorporate</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> <li>Support all municipal advisory committees and successfully negotiate conceptual agreements with each group, including, Cutler Ridge, North-Central Dade, Northwest Dade, East Kendall, Fontainebleau, Goulds, Northeast, and Princeton/Leisure City/Naranja (PLANT) over the next 12 months</li> <li>Negotiate annexation petitions with municipalities in a timely manner</li> <li>Complete the transition of services and all required inter-local agreements with the Town of Miami Lakes by the third quarter of FY 2002-03</li> <li>Begin transition of services and negotiate required interlocal agreements with the Village of Palmetto Bay</li> <li>Perform the necessary studies, negotiations and agreements to fully implement all of the Incorporation and Annexation policies approved by BCC</li> </ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> <li>Attendance at Municipal Advisory Committees (MACs)</li> <li>Successfully negotiated conceptual agreements with MAC in accordance with established timetables</li> <li>Successfully negotiated annexation agreements with municipalities in accordance with established timetables</li> </ul>	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____</p> <p>(Describe)</p>

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Comment(s):

- ♦ The Cities of Hialeah and Hialeah Gardens filed annexation applications. On November 19, 2002, the Board of County Commissioners forwarded the applications to the Planning Advisory Board for its review and recommendation
- ♦ Boundaries Commission and Planning Advisory Board public hearings were scheduled for the annexation applications filed by Medley, Hialeah, Hialeah Gardens, and South and North Miami
- ♦ Residents in the Kings Bay area of Palmetto Bay worked toward annexing to Coral Gables within the timeframe in the charter. The Board of County Commissioners scheduled an election on the annexation for June 3, 2003
- ♦ Residents in the Doral area voted for incorporation on January 28, 2003. A charter commission was subsequently appointed and residents are scheduled to vote on the charter for the new city on June 24, 2003
- ♦ Residents in the Miami Gardens area voted for Incorporation on January 28, 2003. A charter commission was subsequently appointed and residents are scheduled to vote on the charter for the new city on May 14, 2003
- ♦ The Board of County Commissioners scheduled annexations by the cities of North Miami, South Miami and Medley for final approval on July 1, 2003. Neither North Miami nor Medley requires an election.
- ♦ Initiate discussions with the Miami-Dade League of Cities regarding specialized police services
- ♦ On April 22, 2003, the Board of County Commissioners approved an interlocal agreement transferring certain roads to the Town of Miami Lakes
- ♦ On March 11, 2003, the Board of County Commissioners approved an interlocal agreement conveying Miami Lakes Park to the Town of Miami Lakes
- ♦ Gave departmental presentations to the different Palmetto Bay Committees; started negotiations on first interlocal, police contracts and parks transfers; provided Palmetto Bay with revenues and expenditures

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<p>County Mgr. Priority (Circle One): <i>People</i> <b><u>Service</u></b> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p><b>Goal 8:</b> To prepare the County's annual Ryan White grant application, in compliance with all federal requirements, and obligate all direct Ryan White client service grant funds by July of each year</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> <li>Ensure needs assessment is completed by independent consultant and submitted to the Miami-Dade HIV/AIDS Partnership by June (each year)</li> <li>Facilitate and support the Miami-Dade HIV/AIDS Partnership's process to establish service priorities and funding allocations, ensuring completion by August (each year)</li> <li>Prepare and submit all required grant application materials to federal government by deadline established each year (usually end of September)</li> </ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> <li>Timely submission of documents</li> </ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> <li>The Ryan White Title I grant application was submitted to the federal government by the established deadline of October 10, 2002. A notice of grant award was received in April 2003 for a retroactive grant period of March 1, 2003 through February 29, 2004. Total grant award received by the County is \$27.024 million</li> </ul>	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>Workforce Dev.</u></p> <p><u>ECC Project</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____ (Describe)</p>

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<p>County Mgr. Priority (Circle One): <b><u>People</u></b> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p><b>Goal 10:</b> To provide budget support to Efficiency and Competition Commission (ECC).</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"> <li>Monitor departments for cost savings throughout year in conjunction with Office of Performance Improvement</li> <li>Identify efficiency options in cooperation with operating department staff throughout year to meet or exceed budgetary goals established by Manager, Mayor and BCC</li> </ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"> <li>Timely provision of efficiency reports</li> </ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"> <li>Closeout of FY '02 efficiency savings is underway; new efficiency ideas are being collected as part of the departments' budget submissions.</li> </ul>	<p><u>Strategic Plan</u></p> <p><u>X</u> <u>Business Plan</u></p> <p><u>Budgeted Priorities</u></p> <p><u>Customer Service</u></p> <p><u>ECC Project</u></p> <p><u>Workforce Dev.</u></p> <p><u>Audit Response</u></p> <p><u>Other</u> _____ (Describe)</p>

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County Mgr. Priority (Circle One): <i>People</i> <u><b>Service</b></u> <i>Technology</i> <i>Fiscal Responsibility</i>	
<p><b>Goal 11:</b> To complete office reorganizations and to improve span of control and the quality and timeliness of deliverables.</p> <p><u>Objective(s):</u></p> <ul style="list-style-type: none"><li>• Improve span of control and the quality and timeliness of deliverables</li></ul> <p><u>Performance Measure(s):</u></p> <ul style="list-style-type: none"><li>• On-time submission of quality reports</li></ul> <p><u>Comment(s):</u></p> <ul style="list-style-type: none"><li>• Hired replacements for staff that left office. Developed improved retention plan for consideration by CMO</li></ul>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ (Describe)</p>



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## PERSONNEL SUMMARY

### *A. Filled/Vacancy Report*

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	43	54	43	11	49	5				

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

### Notes:

### *B. Key Vacancies*

*C. Turnover Issues: Office of Management and Budget experienced high rates of turnover during the last three quarters however the situation has been stabilized. As noted above, a retention plan has been prepared for the County Manager's consideration.*

### *D. Skill/Hiring Issues*

### *E. Part-time, Temporary and Seasonal Personnel (Including the number of temporaries long-term with the Department)*

*F. Other Issues: Ryan White staff increases but space continuous to be a limitation.*

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## FINANCIAL SUMMARY

### Office of Management and Budget (All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	2 <sup>nd</sup> Quarter		FU 2002-03 Year-to-date (1 <sup>st</sup> and 2 <sup>nd</sup> Quarter)			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues	General Funds							
Total								
Expense*								
Personnel	\$2,437	\$2,905	\$726	\$893	\$2,905	\$1,804	\$1,101	62.08%
Other Operating	\$171	\$128	\$32	\$161	\$128	\$223	\$95	173.98%
Capital	\$10	\$3	\$1	\$1	\$3	\$1	\$1	42.92%
Total	\$2,618	\$3,036	\$759	\$1,055	\$3,036	\$2,028	\$1,197	66.80%

**Note:** Other operating expenses are higher than anticipated due to application and programming contract and increased annexation and incorporation expenses. Personnel expenses are slightly higher due to separation costs.

### Health and Human Service - Ryan White Title I CARE Grant (All Dollars in Thousands)

Ryan White Title I Grant Year (FY 2002-03) runs from 3/1/2002 through 2/28/2003

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	4 <sup>th</sup> Quarter		FY 2002-03			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦ Fed. Grants	\$24,610	\$27,097	\$6,774	\$5,354	\$27,097	\$26,510	\$587	97.83%
♦ Carryover	\$2,298	\$776	\$194	\$776	\$776	\$776	\$0	0.00%
♦								
♦								
Total	\$26,908	\$27,873	\$6,968	\$6,130	\$27,873	\$27,286	\$587	97.89%
Expense*								
Administration	\$690	\$1,355	\$339	\$161	\$1,355	\$829	\$526	61.18%
Contractual Svcs.	\$26,218	\$26,519	\$6,630	\$7,515	\$26,519	\$19,058	\$7,460	71.87%
Total	\$26,908	\$27,873	\$6,968	\$7,676	\$27,873	\$19,887	\$7,986	70.85%

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

**Note:** Unspent administrative funds were reallocated to direct/contractual services in the fourth quarter and will be reported as part of the fiscal year closeout.

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## Equity in pooled cash (for proprietary funds only) (All Dollars in Thousands)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	9/30/02	12/31/02	3/31/03		
SO 720 720	\$3,629	\$10,324	\$11,416		
<b>Total</b>	\$3,629	\$10,324	\$11,416		

### Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

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### **STATEMENT OF PROJECTION AND OUTLOOK**

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

Budget amendments needed to offset salaries in light of new hires, termination payments, and costs associated with staffing the municipal advisory committees.

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date\_\_\_\_\_